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NEW ORLEANS, LOUISIANA
16 May 06

ANNEX D TO MARFORRES OPERATION ORDER 3440.1F(U)
LOGISTICS (U)

REFERENCES: (a) ForO 3440.1F

1. (U) Situation. This Annex assigns responsibilities and provides MARFORRES (MFR) logistics guidance in support of ref (a) and equipment accountability.

a. (U) Assumptions. Refer to Base Plan.

b. (U) Resource Availability. Refer to Base Plan.

2. (U) Mission. Provide timely and responsive logistic oversight to MARFORRES Command Element and MSCs in order to affect the evacuation of personnel and critical equipment while retaining our Title 10 mission capability in the event of a natural disaster or emergency.

3. (U) Execution

a. (U) Concept of Operations. The concept of logistics support for the Evac/COOP involves pre/post disaster event execution. More specifically, the planning and execution for the recovery of mission essential equipment from MARFORRES occupied buildings aboard NSA New Orleans. The following logistic actions must be accomplished during each of the (4) phases outlined in the basic order.

(1) (U) Phase I (Preparatory Phase)

(a) (U) NLT 15 May, annually, all Staff Sections/MSCs will identify and prepare an Equipment Density List (EDL) of all mission essential equipment needed to support the COOP evacuation plan. The EDL will be sent to MFR G-4 Traffic Management Office (TMO)/Strategic Mobility Office (SMO) for consolidation and determination of lift requirements to transport the mission essential equipment. During the hurricane season, Staff Sections/MSCs will re-validate their EDLs by the 1st of each month to ensure nothing has changed. (For the required format refer to Appendix 1 (Transportation and Embarkation) of this Annex.)

(b) (U) Each staff section/MSC is responsible for ensuring that they have the proper amount of embarkation boxes needed to support their mission essential equipment requirement. Each box must have the required standard packing list attached for accountability purposes. (For further clarification IRT embark preparations refer to Appendix 1 of this Annex).

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(c) (U) Once the evacuation warning order is given, each staff section/MSA is responsible for packing their designated embark boxes to the maximum extent possible.

(2) (U) Phase II (Evacuation Phase)

(a) (U) Transportation of Personnel (TOP). Primary means of movement for MFR personnel (mil/civ) and families during the evacuation phase is POV. All personnel without POVs or other means to evacuate will muster at Bldg 601 and Barracks 769. Transportation will be provided by HQBN to a predetermined evacuation site. HQBN/MSAs will provide strip maps of all primary and alternate routes out of the Greater New Orleans area to the Safe Havens/Alternate Headquarters (AH).

(b) (U) Transportation of Things (TOT)

1 (U) If mission essential equipment is needed during this phase, it is the responsibility of HQBN/MSAs to transport the equipment via POV or coordinate alternate transportation (e.g travel orders/rental vehicles) as available.

2 (U) Transportation of Classified or sensitive materials during this Phase is strictly prohibited.

(3) (U) Phase III (COOP Execution Phase)

(U) When the decision is made to establish an AH, the OIC of the Equipment Recovery Team (ERT) will coordinate with the MARFORRES CDO, TMO/SMO office and appropriate federal/civil agencies in order to develop a detailed plan of execution and to acquire appropriate lift for the recovery of mission essential equipment from the NSA in New Orleans, Building #601 (East Bank) and Building #10 (West Bank). The ERT OIC will initially utilize the consolidated EDLs for the recovery of mission essential equipment, but the packing list will become the source document for equipment accountability. (Packing list format in Appendix 1 of the Annex.) Instructions for the handling of classified materials are in Appendix 2, Annex C of the COOP Force Order.

(4) (U) Phase IV (Reconstitution Phase)

(a) (U) TOP: When the order is given to return to New Orleans, MFR personnel will utilize POVs as their means of transportation. If transportation was provided by HQBN to evacuate during Phase II,

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government transportation will be provided for the return trip to New Orleans as necessary.

(b) (U) TOT: If mission essential equipment has a requirement for TOT back to New Orleans, HQBN/MSCs need to identify their lift requirements to the TMO/SMO office for coordination and scheduling of the equipment movement. It is the responsibility of HQBN/MSCs to conduct a complete inventory and properly pack the items for shipment. HQBN/MSCs will provide personnel to oversee the loading and unloading of mission essential equipment.

b. (U) Task

(1) (U) Headquarters Battalion, MARFORRES

(a) (U) Provide an EDL of all HQBN mission essential gear needed to execute the COOP to MFR G-4 SMO NLT 15 May, annually.

(b) (U) Order, mark, store and maintain a sufficient amount of embark boxes in accordance with Appendix 1 of this Annex.

(c) (U) Identify requirements for embarkation assistance to MFR G-4 SMO.

(d) (U) Develop a plan to purchase all materials required to establish and operate at the AH.

(e) (U) BPT provide members to the ERT.

(f) (U) Provide appropriate government transportation for personnel, as required, from NSA New Orleans to the predetermined evacuation site during Phase II. During Phase III, if required, provide transportation for personnel to their appropriate AH. During Phase IV, provide appropriate government transportation back to NSA, New Orleans.

(g) (U) Provide transportation and security for all weapon systems at or aboard NSA, New Orleans.

(2) (U) MFR Staff Sections/4th MARDIV/4th MAW/4th MLG

(a) (U) Provide an EDL of all mission essential gear needed to execute the COOP to MFR G-4 SMO NLT 15 May, annually.

(b) (U) Order, mark, store and maintain a sufficient amount of embark boxes in accordance with Appendix 1 of this Annex.

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(c) (U) Identify embarkation assistance requirements to MFR G-4 SMO.

(d) (U) BPT purchase all materials required to establish and operate at the AH.

(e) (U) BPT provide members to the ERT.

4. (U) Administration and Logistics

(U) Logistics

(1) (U) Transportation/Embarkation.

(U) Specified Guidance. Refer to Appendix 1 (Transpo/Embark).

(2) (U) Health Service Support.

(U) Specified Guidance. Refer to Appendix 2 (Health Services Support).

5. (U) Command and Signal.

(U) Communications and Information Systems. Refer to Annex K (Communications).

APPENDIXES:

- 1 - Transportation/Embarkation
- 2 - Health Service Support

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APPENDIX 1 TO ANNEX D TO COMMARFORRES EVAC/COOP PLAN (U)
MARFORRES TRANSPORTATION/EMBARKATION OPERATIONS

1. (U) Purpose. The purpose of this appendix is to provide transportation and embarkation guidance necessary, in order to provide timely logistic support to MARFORRES in the execution of the EVAC/COOP Plan.

2. (U) Execution

a. (U) Concept of Operations Refer to Annex D.

b. (U) Tasks

(1) (U) MARFORRES Headquarters Battalion

(a) (U) Create an COOP EDL using Microsoft Excel in the format provided (Enclosure (1)) to 'level-six' detail to include the full-hierarchy of associations, i.e. items to box, box to pal/quadcon. This EDL should include all mission essential equipment needed to execute the COOP and is due to the MFR SMO by 15 May of each year. Due to the nature of the plan, it is to be assumed that available lift will be extremely limited therefore MFR Staff Section/MSCs are highly encouraged to validate the EDL through their chains of command in order to ensure that every item mission essential.

(b) (U) Headquarters Battalion will order embark boxes for the staff sections in sufficient number to maximize the containerization of their EDL. Any item too large to be containerized will identified in the remarks column of the EDL along with any special shipping instructions.

(c) (U) All embark boxes will be marked in accordance with enclosures (2) and (3).

(d) (U) Provide and store warehouse pallets and banding material for use by the ERT.

(e) (U) Create a packing list (Enclosure 4) for each box. Two copies being will be affixed to the outside of the box, appropriately protected from weather. One copy will be placed inside the box and one copy will be retained by the owning unit.

(f) (U) Provide strip maps from the greater New Orleans Area, of main and alternate routes to safe havens, to all MFR Staff Sections.

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(g) (U) Provide government transportation to a designated safe haven for all MFR personnel, as required.

(2) (U) 4th MarDiv/4th MLG/4th MAW

(a) (U) Create an COOP EDL using Microsoft Excel in the format provided (Enclosure (1)) to 'level-six' detail to include the full-hierarchy of associations, i.e. items to box, box to pal/quadcon. This EDL should include all mission essential equipment needed to execute the COOP and is due to the MFR SMO by 15 May of each year. Due to the nature of the plan it is to be assumed that available lift will be extremely limited therefore MFR Staff Section/ MSC's are highly encouraged to validate the EDL with their chain of command to ensure that every item is mission essential.

(b) (U) MFR Staff Sections/MSC's will order embark boxes in sufficient number to maximize the containerization of their EDL. Any item too large to be containerized will be identified in the remarks column of the EDL along with any special shipping instructions.

(c) (U) All embark boxes will be marked in accordance with enclosures (2) and (3).

(d) (U) A packing list (Enclosure 4) will be created for each box. Two copies will be affixed to the outside of the box, appropriately protected from weather. One copy will be placed inside the box and one copy will be retained by the owning unit.

(e) (U) Identify all personnel who will require government transportation to a safe haven to MARFORRES HQBN S-4 NLT 01 Jun of each year.

4. (U) Administration and Logistics

(U) Specific guidance for submitting Transportation of Things (TOT) and Transportation of Personnel (TOP) requests will be published via official message traffic, once the SMO has been established at their AH.

5. (U) Command and Signal.

(U) Communications and Information Systems. Refer to Annex K (Communications)

TABS:

- A Example EDL Format
- B Example of Marking for Embark Boxes
- C Location Color Scheme
- D Example of a Packing List

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A handwritten signature in black ink, appearing to read 'D. M. Arinello', with a long horizontal flourish extending to the right.

D. M. ARINELLO

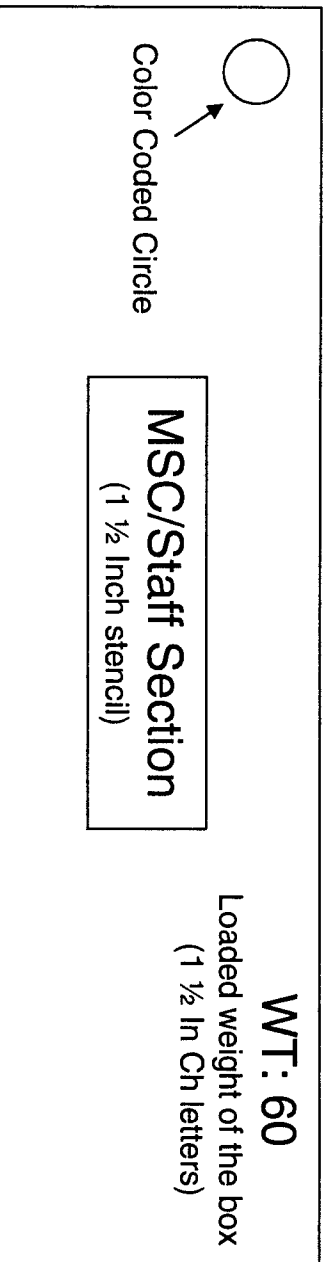
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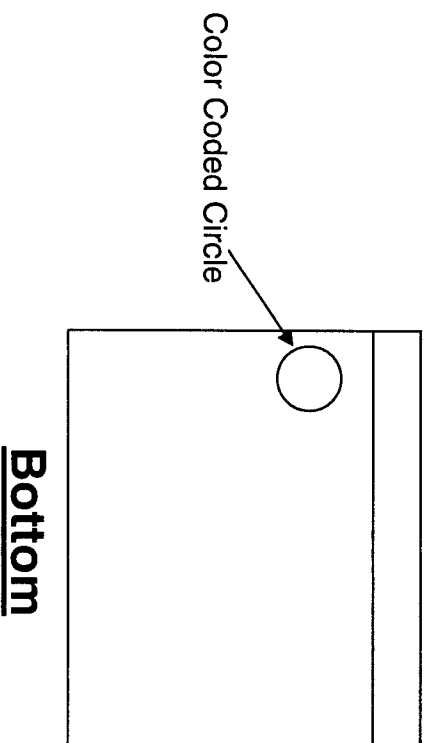
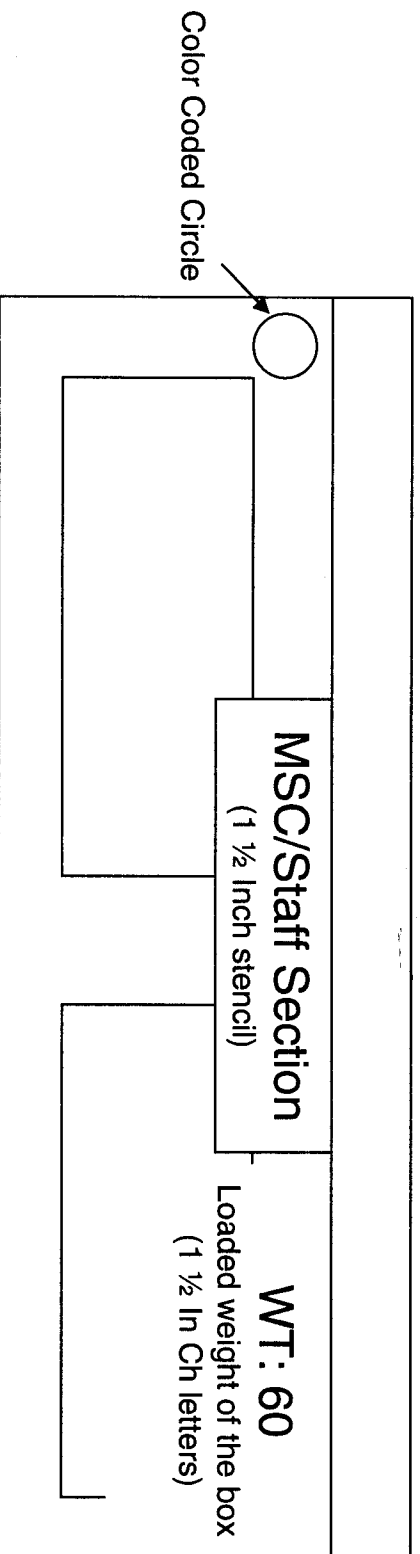
D-1-3

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TOP



Side



Location Color Scheme

- 1) The following color scheme will be used in conjunction with the markings listed in enclosure (2) to assist the ERT with identifying the destination of mission essential equipment needed to execute the COOP.
- 2) In addition to the marking of embarkation boxes each item will be marked with a sticker of the appropriate color. The sticker should be placed in plain view for ease of identification in the event that the power is out when the ERT is executing their mission.

Colors by Location

Green- Dallas-Fort Worth, TX/ Grand Prairie, TX / Irvine, TX

Red- Kansas City, KS

Blue- Albany, GA / Marietta, GA/ Atlanta, GA

Packing List Box # 001Unit/Section: MFR G-4 Supply

Destination: Albany, Ga

POC Name/Phone #: I. M. Smith/ 504 678 0001

Contents:

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APPENDIX 2 TO ANNEX D TO COMMARFORRES EVAC/COOP PLAN (U)
MARFORRES HEALTH SERVICES OPERATIONS

1. (U) Purpose. To provide guidance to Staff Sections and Major Subordinate Command (MSC) HSS Branches during the execution of the COOP, and oversee medical and dental readiness via Medical Readiness Reporting System (MRRS) and the Immunization Plan.
2. (U) Mission. To outline those tasks and responsibilities during an evacuation period in order to oversee the maintenance of medical and dental readiness. The purpose is to provide Health Service Support (HSS) and Major Subordinate Command (MSC) HSS Branches a standard format and go by in order to evacuate from Marine Forces Reserve (MFR), New Orleans.
3. (U) Execution
 - a. (U) Concept of Operations. The concept of medical and dental support for the Evac/COOP involves pre-disaster and post-disaster event execution. More specifically, the planning and execution for the update of medical information and also the immunization of military and civilian personnel assigned to MARFORRES. The following actions must be accomplished during each of the (4) phases, outlined in the basic order.
 - (1) (U) Phase I (Preparatory Phase)
 - (a) (U) Ensure that all personal medical and dental readiness information entered into MRRS is the most up-to-date and accurate.
 - (b) (U) Prior to the start of the Hurricane season, conduct a command-wide SHOT-EX to bring all members current in the following immunizations: Hepatitis A, Tetanus, Typhoid, PPD by 1 JUNE. MFR HSS will order all vaccines for MFR and MSC.
 - (c) (U) Validate and publish Military Treatment Facilities (MTF) locations enroute to safe havens.
 - (d) (U) Identify representatives to act as medical liaisons for Alternate Headquarters (AH) site Medical Treatment Facilities (MTF) for MFR: Ft. Worth, Tx., and Albany, Ga.
 - (2) (U) Phase II (Evacuation Phase)
 - (a) (U) On behalf of Staff Sections and MSC, MFR HSS is responsible for liaising with respective MTF.

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(b) (U) Provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials wrt affected area.

(3) (U) Phase III (COOP Execution Phase)

(a) (U) During displaced period, MFR HSS and MSC HSS branches will be responsible for normal maintenance and oversight of MRRS database.

(b) (U) MFR HSS will provide medical support for staff remaining in affected area and Feasibility Of Return (FOR) team.

(c) (U) MFR HSS will provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials wrt affected area.

(d) (U) MFR HSS will liaise with East Bank Clinic, NOLA to procure records for necessary personnel (e.g. retirees, transfers, etc.)

(4) (U) Phase IV (Reconstitution Phase)

(a) (U) Provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials wrt affected area.

(b) (U) Identify and assess health concerns (e.g. mold mitigation, special immunizations, etc.) for return to affected area.

(c) (U) Identify and publish available MIL/CIV MTF capabilities in affected area.

b. (U) Task

(1) (U) Headquarters Battalion, MARFORRES

(a) (U) Work in conjunction with MFR HSS to notify personnel requiring immunizations for annual SHOT-EX.

(b) (U) Be prepared to assist MFR HSS in accomplishing Post-deployment Health Assessment.

(2) (U) MFR G-1 Medical Manpower Section

(a) (U) Submit monthly alpha roster with gains/losses to HSS for MRRS validation.

(b) (U) Identify medical representative to liaise with MTF in Kansas City, Mo.

(3) (U) 4th MARDIV/4th MAW/4th MLG HSS Branch

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- (a) (U) Identify representatives for respective AH site MTF.
- (b) (U) Conduct SHOT-EX for identified personnel requiring vaccinations.
- (c) (U) Ensure that MTF information is provided to personnel.
- (d) (U) Continue validation of MRRS for gains and losses and most up-to-date medical and dental readiness information.
- (e) (U) Be prepared to assist MFR HSS in assessing health concerns for return to affected areas.
- (f) (U) Conduct Post-deployment Health Assessment.

4. (U) Administration and Logistics.

(U) Logistics

- (1) (U) MTF Locations. Refer to Enclosures 1 for lists of MTF locations enroute to safe havens, and Enclosure 2 for list of MTF at AH site.

5. (U) Command and Signal.

- (U) Communications and Information Systems. Refer to Annex K (Communications)

TABS:

- A - List of Medical Treatment Facilities (MTF) locations enroute to respective safe havens.
- B - List of Medical Treatment Facilities (MTF) locations at respective Alternate Headquarters.

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TAB 1 to APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)
MARFORRES HEALTH SERVICES OPERATIONS

1. List of Medical Treatment Facilities (MTF) locations enroute to respective safe havens.

A. MTF enroute to Fort Worth, Tx.

i. Barksdale AFB

243 Curtis Road

Barksdale La 71110

Phone: 318-456-6555

www.barksdale.af.mil

ii. Fort Polk Army Base

1583 Third Street

Fort Polk, La 71459

Phone: 337-531-3118/800-752-4658

www.jrtc-polk.army.mil

B. MTF enroute to Albany, Ga.

i. NAS Meridian

1801 Fuller Street

Meridian Ms 39309

Phone: 601-679-2633

www.cnet.navy.mil/meridian/

ii. Fort Rucker Army Base

Andrews Avenue Bldg 301

Fort Rucker, Al 36362

Phone: 334-255-7000

www-rucker.army.mil/

iii. Fort Benning Army Base

7950 Martin Loop

Fort Benning Ga 31905

Phone: 706-544-2273

www-benning.army.mil

TAB 2 to APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)
MARFORRES HEALTH SERVICES OPERATIONS

1. List of Medical Treatment Facilities (MTF) locations at respective Alternate Headquarters.
 - a. MTF Fort Worth, Tx.
1711 Doolittle Ave.
Ft. Worth, Tx. 76127
Phone: 817-782-5000
<http://nasftw.cnrf.nola.navy.mil>
 - b. MTF Albany MC Logistics Base
814 Radford Blvd. Suite 20306
Albany, Ga. 31704-1128
Phone: 229-639-5000
www.ala.usmc.mil/
 - c. MTF MOBCOM
Branch Dental Clinic
15431 Andrews Rd.
Kansas City, Mo 64147
Phone: 816-843-3670

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ANNEX E (Personnel) to FORCE ORDER 3440.1F; EVACUATION/CONTINUITY
OF OPERATIONS PLAN (EVAC/COOP)

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this annex is to provide detailed guidance regarding personnel support to be provided in preparation for and in the event of a required evacuation from the New Orleans area.

c. Concept of Personnel Support. The general concept for personnel support is to ensure that the command plans for, and has made necessary arrangements for, support requirements which are levied upon evacuation from the home duty station.

2. PERSONNEL POLICIES AND PROCEDURES

a. MARFORRES Destructive Weather/Morning Report

(1) Each section will select a minimum of one (1) SNCO/Officer and two (2) clerks who will be responsible for populating, updating, and maintaining all respective section personnel accountability information contained in the MARFORRES Destructive Weather/Morning Report database.

(a) The database is accessible on-line at:
<http://kcmaweb/MCRSC/>. Once at the aforementioned site, users must select the "MFR Morning Report" icon located on the top of the right-hand column.

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(b) Any questions on the database information requirements, database accessibility, ect, should be forwarded to the MARFORRES G-1, Adjutant's section.

(c) As personnel turnovers take place, it is imperative the MARFORRES Adjutant's section be made aware of those who have assumed section accountability responsibility. Sections are required to provide information on those assuming accountability responsibilities immediately upon their assignment.

(2) At a minimum, each section will review and update the required the personnel accountability information before the close of business each Friday throughout the year or last work day before an extended weekend.

(3) As additional information requirements are levied and incorporated into the database, appropriate section representatives will be notified and required to populate and maintain the data as quickly as feasibly possible.

b. Personnel Accountability Upon Evacuation

(1) Commencing the date an evacuation is ordered, accountability for HQBN and MSC personnel will be initially performed telephonically at NLT 0900 and 1700 CST each day.

(2) Each Section and MSC will contact the MARFORRES G-1 Muster Section at Marine Corps Mobilization Command at toll free (800)255-5082 ext-3395.

(3) Section reps will identify:

(a) Who they are

(b) What Section/MSD they are representing

(c) A functioning contact number for them

(4) Section representative will then provide numbers; 1) evacuated; 2) remaining in the New Orleans area; and 3) unaccounted for, broken down by each of the following categories:

(a) Service members, Branch (USMC, USN, USA, ect), and Component (AC/AR // Activated // ADSW (members on 31 or more days of ADSW and members on 30 days or less of ADSW) // SMCR/IMA) and respective dependents

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(b) Government Service (GS) employees and respective dependents

(c) Non-Appropriated Fund (NAF) Employees and respective dependents

(d) Contractors and respective dependents

(5) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for HQBN and MSC personnel will be transferred from the telephonic means depicted above to the aforementioned MARFORRES Destructive Weather/Morning Report database.

(a) On order, each section's morning report representative will be required to update their respective section's information in the database not later than 0730 every business day (Mon - Fri).

(b) As directed, section representatives may be required to perform daily personnel updates on weekends as well.

(c) As additional information requirements are established and implemented into the reporting database, reporting representatives will be made aware of the updates and will be expected to populate the additional fields within the designated time required.

c. Personnel Accountability Begin Upon Retrograde To New Orleans

(1) Upon the order to retrograde to the New Orleans area, personnel accountability will continue to be maintained using the Destructive Weather/Morning Report Database.

(2) Upon retrograde to New Orleans, and the return of stability of major muscle movements, the MARFORRES Chief of Staff will announce the return of accountability via the "Marine On-Line" (MOL) program.

(3) Once MOL resumes as the primary accountability tool, section representatives will recommence required weekly updates (NLT COB each Friday) of all section information contained in the Destructive Weather/Morning Report Database.

d. Orders Production

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(1) Overview. Depending on the length of the anticipated evacuation and the impact on the area, CMC (RFL) will direct orders to be produced via either Standard Accounting and Budget Reporting System (SABRS) or by production of letter-type Temporary Additional Duty Orders. Official Evacuation Orders will be issued per the Commander's Evacuation Order within the first 30-days of evacuation, or immediately upon return from evacuation; whichever occurs first. All orders issued will be prepared per regulations found in Joint Federal Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and Policy and Guidance issued by the Office of Personnel Management (OPM).

(2) All Marines, Sailors, and Government Services Employees who evacuate pursuant to the Commander Marine Forces Reserve or Naval Base's Evacuation Order will be issued orders directing or authorizing their evacuation and if warranted their direction to report to an alternate work site.

(3) Authorized dependents of Marines, Sailors, and Government Service Employees covered under the provisions of the Commander's Evacuation Order will be issued Invitational Travel Orders (ITO).

e. Inbound/Outbound PCS Movement. While MARFORRES is in evacuation status, outbound PCS movements will not be executed unless an outbound Marine has affected family and household goods movement. Inbound movement of Marines will be halted until coordination is affected with MMOA, MMEA, and RAM.

f. Personnel matters requiring COMMARFORRES action will continue to be supported by the MARFORRES G-1.

g. Execution of TAD or Leave during Hurricane Season. Any Marine or Sailor executing a period of TAD or Leave during designated Hurricane season will ensure they have either in their possession, or staged in their section:

(1) 1 set of Marine Pattern Woodland Camouflaged Utilities with all required accessories, and

(2) 1 set of Marine Pattern Desert Camouflaged Utilities with all required accessories.

3. FINANCE AND DISBURSING

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a. Government Travel Charge Card (GTCC)

(1) Immediately upon notification of COC(FWD) personnel being sent to the AH, the Agency Program Coordinators (APCs) for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of COC(FWD) and TIER I personnel in possession of a GTCC.

(2) Immediately upon notification of HURRCOR 4 being set, the APCs for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of all remaining cardholders within their Hierarchy.

(3) In the event the evacuation is determined to be for an extended period of time, authorization will be sought from the GTCC Program Manager at Headquarters, U. S. Marines Corps allowing dependents to use of the cardholder's GTCC. This authorization will only be obtained and authorized for expenses incurred for the lodging of dependents and when ALL of the following conditions are met:

(a) The cardholder is ordered to return back to the work in the New Orleans area.

(b) The dependents remain at the location where the cardholder returned from.

(c) The payment for lodging had been pre-arranged with the lodging agency for monthly electronic charges against the cardholder's GTCC.

b. Military Member and Civilian Employee Travel Advances.

In the event a member is not eligible to possess a GTCC, a request for travel advance will be submitted to the MOBCOM Finance Office. Requests for travel advances will be initiated upon notification that an evacuation has been executed. MOBCOM Finance Office will disburse travel advances in the amount of \$673. This advance will be deposited by the Finance Office into the Member's Direct Deposit account. Travel advances are disbursed as follows:

(1) 5 days M&IE and Lodging expenses based upon the CONUS base rate of \$39 per day for M&IE and \$60 per day for Lodging.

(2) 400 miles of mileage reimbursement at a rate of \$.445 per mile.

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(3) Any member receiving said advance must be counseled on the use of such an advance and if the member's total entitlements upon settlement of the evacuation claim is less than the amount advanced, the remaining balance will be due to the Government and a checkage will be initiated by the MOBCOM Finance Office. If the evacuation is anticipated to be longer than 5 days in duration, and the member is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30th day of evacuation.

c. Dependent Travel Advances. Dependent evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue a travel advance to dependents after travel has commenced. In the event a dependent is evacuated separately from their sponsor and is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30th day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

d. Upon return from a short-term evacuation or upon requirement to submit 30-day partial settlements, informational classes will be provided on proper preparation and submission of the evacuation travel claim(s).

4. PAY AND ALLOWANCES

a. Military Regular pay and allowances are not affected by an evacuation.

b. Expiration of Current Contract (ECC) or Reserve Expiration of Current Contract (RESECC). In the event an evacuation is anticipated to be longer than 2 weeks in duration, Marines within 30 days of their ECC or RESECC and Marines within 30 days of an approved retirement date must contact the Force Personnel Administration Center (FPAC). Arrangements for possible extensions will be made on a case-by-case basis if requested and warranted.

c. Military Advance Pay. IAW DODFMR Volume 7A, Table 32-2, rule 4, in the event of an evacuation, advance pay may be requested. Any requests for advance pay must be prepared by the member and forwarded to the Headquarters Battalion Adjutant section for the Commanding Officer's determination and signature.

5. RESERVE COMPONENT MEMBERS. Reserve Component Members serving on duty in the New Orleans area in the event an evacuation order is given will, or will not, execute an evacuation based upon the member's status.

a. SMCR/IRR/IMA Member serving on Mobilization orders will execute evacuation as directed.

b. SMCR/IRR/IMA Members serving on Active Duty Special Works (ADSW) orders where orders are written for duty a period of duty for 31-days or more will execute evacuation as directed.

c. SMCR/IRR/IMA Members serving on Active Duty Special Works (ADSW) orders where orders are written for a period of duty less for 30 days or less in duration will NOT automatically execute an evacuation. Any member in this category will require authorization by MFR/MSD Chief of Staff. Only after careful consideration and research will Marines of this category execute an evacuation. Member of this category executing an evacuation must be counseled that dependents of members serving on orders for 30 days or less are not authorized evacuation allowances. In the event the member will not be executing the evacuation, ADSW Orders will be modified to expire effective the date the evacuation order is given, and the member will be released from active duty.

d. SMCR/IMA Members serving on any type of Drill (IDT, ATP, RMP, AFTP, ect) will NOT execute an evacuation. The members will be credited for the time spent on duty in New Orleans prior to the evacuation and then secured. Members in this category will be afforded an opportunity to make up any missed drills at a later date.

e. SMCR Members serving on a period of Annual Training (AT) will not execute an evacuation. AT Orders will be modified to expire effective the date the evacuation order is given, and the member will be released from active duty. Members in this category will be afforded an opportunity to complete their AT at a later date. Individual Unit Commanders will determine if an AT being conducted outside of the evacuation area will be terminated early to allow affected members to return to their homes and take care of their families.

6. RECRUITING AND RETENTION. Reenlistments and Extensions will be done utilizing the closest Marine Corps facility and Career Planner to the Safe Haven site. The "Host" Career Planner will coordinate with the MARFORRES G-1 CRS on all matters concerning

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MARFORRES Marines. Appropriate level waiver packages will continue to route through the G-1.

7. POSTAL SERVICES. Continuation of postal procedures plan shall be accomplished by implementing the following course of action:

a. MARFORRES Postal Officer will liaise with the CMC Postal Section in order to generate and release an appropriate MARADMIN announcing the relocation of forces and new postal addresses to be used.

b. Should a relocation to an AH for an extended period of time take place, the MARFORRES Postal Officer will generate and publish a plan to ensure the continuous flow of parcels (USPS, UPS, and FedEx) within the MARFORRES Staff as well as among the MSCs and other outside agencies as required.

c. Upon return to the New Orleans vicinity (contingent upon the availability of Postal services) the MARFORRES Postal Officer will liaise with the CMC postal section in order to generate and release appropriate message traffic announcing the return of forces and appropriate address changes accordingly.

8. CASUALTY/SERIOUS INCIDENT REPORTING

a. Overview. It is imperative that the relocation to an AH does not impact MARFORRES's capability to report, process, and address any casualties or serious incidents which may occur. Communication procedures will not deviate based upon relocation of forces, and the MARFORRES, Command Operations Center (COC) and MARFORRES casualty officer will continue to be the primary information flow points.

b. MARFORRES HQBN and MSC HQ Casualties/Serious Incidents

(1) Any casualties sustained, or other serious incidents must be communicated to the COC as quickly as reasonably possible. All available information will be provided to the COC who will then forward details as appropriate.

(2) The generation of appropriate messages as required by applicable directives remains the responsibility of the MARFORRES HQBN or MSC HQ.

(3) Should commands not have the capability to release messages due to relocation to an AH, the MARFORRES COC will take

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on the responsibility of releasing the respective messages (SIR/PCR) accordingly. If the COC is needed to release a PCR/SIR, it is imperative that the notifying command makes the COC aware of the requirement immediately.

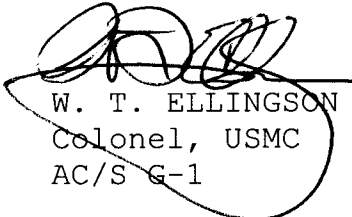
c. Other MARFORRES Casualties/Serious Incidents. Reporting chain will remain constant regardless of relocation of forces. The requirement to relocate to an AH can not be an excuse for the degradation of casualty or serious reporting and information flow.

d. Additional questions with regard to casualty reporting should be vetted through the MARFORRES Casualty officer, Mr. Jason Burkett, at (504) 952-2720.

9. DECORATIONS AND AWARDS

a. Personal and Unit Awards. The HQMC electronic awards system will continue to be the mechanism by which personal awards are generated and processed in accordance with MCO 1650.19J. Items that are abnormal or those requiring expedited timelines, should be followed-up with a phone conversation to the Adjutant's awards section (primary POC being SSgt Timothy Tyson) in order to ensure they receive the attention required.

b. Special Category Awards. Relocation of the headquarters will not impact the processing of Special Category MFR awards. All submissions will continue to be processed by the appropriate MSC before being submitted to the MARFORRES G-1. Additionally, the Special Category "duty submission" rotation will remain in effect regardless of headquarters relocation.



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APPENDIXES:

- 1 - FEDERAL GOVERNMENT CIVIL SERVICE (GS)/ NON-APPROPRIATED FUND (NAF) EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN (EVAC/COOP)
- 2 - CONTRACTOR EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN (EVAC/COOP)

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APPENDIX 1 TO ANNEX E TO FORCE ORDER 3440.1F (EVACUATION/COOP)
FEDERAL GOVERNMENT CIVIL SERVICE (GS)/ NON-APPROPRIATED FUND
(NAF) EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this appendix is to provide detailed guidance regarding personnel support for GS and NAF employees in preparation for, and in the event of, a required evacuation from the New Orleans area.

c. Concept of Personnel Support. The general concept for personnel support is to ensure that the command plans for, and has made necessary arrangements for, support requirements which are levied upon evacuation from the home duty station.

2. PERSONNEL POLICIES AND PROCEDURES

a. Personnel Accountability

(1) Personnel Accountability procedures have been established by each Department and MSC. Each Department and MSC has selected representatives who will be responsible for recording and updating all personnel accountability information for GS and NAF employees.

(2) Initial accountability for all GS and NAF personnel will be performed by your appointed Department/MS

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representative telephonically NLT 0900 and 1700 CST each day, commencing with the date the evacuation is ordered.

(3) Accountability of members and their dependents is absolutely crucial in the event of evacuation. It is incumbent upon members to ensure that respective departments have complete and accurate recall information for the member and their dependents. Members will maintain a personal copy of their section's recall roster.

(4) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for all personnel will be performed using the MARFORRES morning report database which is accessible via <http://kcmaweb/MCRSC/>, and then clicking on the "MFR Morning Report" icon located on the top of the right-hand column.

(5) All fields for each employee are checked for accuracy by Department/MSC representatives throughout the year. Members will promptly report any changes to their information to their appropriate section representatives in order to assist the Command in maintaining up-to-date, correct information on all members and their dependents.

(6) While in an evacuated status, the web based MARFORRES Morning Report, will be the primary method to collect, collate and distribute accountability data. Each Department/MSC's morning report representative will perform daily updates not later than 0730 every business day (Mon - Fri).

(7) Members will maintain close contact with Department/MSC representatives throughout the evacuation and report any changes to your situation or status, or your family's situation or status promptly.

b. Orders Production

(1) Overview. Depending on the length of the anticipated evacuation and the impact on the area, CMC (RFL) will direct orders to be produced via either Standard Accounting and Budget Reporting System (SABRS) or by production of letter-type Temporary Additional Duty Orders. Official Evacuation Orders will be issued per the Commander's Evacuation Order within the first 30-days of evacuation, or immediately upon return from evacuation; whichever occurs first. All orders issued will be prepared per regulations found in Joint Federal

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Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and Policy and Guidance issued by the Office of Personnel Management (OPM).

(2) In the event the evacuation is short term in nature, less than 2 weeks, the G-1 will issue orders via SABRS citing the appropriation data provided by the Comptroller and as directed by higher headquarters.

(3) In the event the evacuation is for more than 2 weeks, the G-1 will issue orders via letter-type Temporary Additional Duty Orders citing the appropriation data provided by the comptroller and as directed by higher headquarters.

(4) All GS and NAF Employees who evacuate pursuant to the Commander's Evacuation Order will be issued orders directing their evacuation and if warranted their direction to report to an alternate work site.

(5) Authorized dependents of GS and NAF Employees covered under the provisions of the Commander's Evacuation Order will also be issued orders. Their orders will be issued as invitational travel orders.

c. Transfer/Joins of GS/NAF Employees

(1) While MARFORRES is in an evacuation status, the join or transfer of all outbound/inbound GS/NAF employees will be frozen, if possible.

(2) Disposition for GS employees will be formally requested from the Human Resources agencies that will be designated by the Office of Personnel Management and appropriate guidance requested.

(3) CMC (MR) will be contacted for appropriate disposition of inbound/outbound NAF employees.

d. Personnel matters requiring COMMARFORRES action will continue to be supported by the MARFORRES G-1 Civilian Liaison Office.

3. FINANCE AND DISBURSING

a. Use of Government Travel Charge Card (GTCC) to Defray Authorized Initial Expenses During Evacuations

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(1) In most cases, GS/NAF employees will utilize their GTCC to defray authorized initial expenses incurred because of evacuations. The following information details the sequence of events relative to activation of employee GTCC's.

(a) Immediately upon notification of Command Operations Center, Forward (COC(FWD)) personnel being sent to the Alternate Headquarters (AH), the Agency Program Coordinators (APCs) for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of COC(FWD) and TIER I personnel in possession of a GTCC.

(b) Immediately upon notification of HURRCOR 4 being set, the APCs for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of all remaining cardholders within their Hierarchy.

(c) In the event the evacuation is determined to be for an extended period of time, authorization will be sought from the GTCC Program Manager at Headquarters, U. S. Marine Corps allowing dependents to use of the cardholder's GTCC. This authorization will only be obtained and authorized for expenses incurred for the lodging of dependents and when ALL of the following conditions are met:

1. The cardholder is ordered to return back to the work in the New Orleans area.

2. The dependents remain at the location where the cardholder returned from.

3. The payment for lodging had been pre-arranged with the lodging agency for monthly electronic charges against the cardholder's GTCC.

b. Advance Payments to Employees who Receive an Order to Evacuate

(1) In those cases where a GS/NAF employee does not have a GTCC, or in the event of other unusual circumstances, advance payment of pay, allowances and differentials may be approved for an employee who has received an order to evacuate.

(2) An advance payment, (defined as a payment in advance of the date which the employee otherwise would be entitled to be

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paid), must be required to help the employee defray immediate expenses incidental to the evacuation, and must be approved by the agency head or his designated official.

c. Payment of Employee Travel Advances After Travel Has Commenced

(1) Evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue travel advances after travel has commenced.

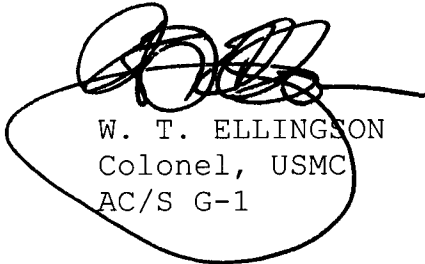
(2) In the event a GS/NAF employee is in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30th day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

d. Payment of Dependent Travel Advances After Travel Has Commenced

(1) Dependent evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue a travel advance to dependents after travel has commenced.

(2) In the event a dependent is evacuated separately from their sponsor and is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30th day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

e. Informational classes will be provided on proper preparation and submission of the evacuation travel claim(s).



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APPENDIX 2 TO ANNEX E TO FORCE ORDER 3440.1F (EVACUATION/COOP)
CONTRACTOR EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this appendix is to provide detailed guidance regarding directed actions and personnel support for Contractor employees in preparation for, and in the event of, a required evacuation from the New Orleans area.

2. PERSONNEL POLICIES AND PROCEDURES

a. Contractor employees will be advised of the command decision to evacuate by their section personnel and/or Contracting Officer Representative (COR). Contractor employees and their employing company are responsible for their own evacuation.

b. COMMARFORRES will determine if contractors will be required to relocate to the appropriate AH for the duration of Phase III.

(1) If relocation to the AH is required, the MARFORRES Regional Contracting Officer will be responsible for coordinating with the contractor's employers for contractor movement to the AH.

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(2) No one but the MARFORRES Contracting Officer is authorized by law to direct the contractor employees to report to an alternate work site.

c. Any COR wanting a contractor employee to report to an alternate work site must submit the request to the MFR Regional Contracting Office, who will consult with the Comptroller to determine if funding is available for the travel before issuing such a modification.

3. PERSONNEL ACCOUNTABILITY

a. Sections with contractors assigned will continue to account for the whereabouts and well-being of their Contractor personnel and their respective dependents.

(1) Personnel accountability procedures have been established by each Department and MSC. Each Department and MSC has selected representatives who will be responsible for recording and updating all personnel accountability information accordingly.

(2) Initial accountability for all Contractor personnel will be performed by Department/MSC representatives telephonically NLT 0900 and 1700 CST each day, commencing with the date the evacuation is ordered.

(3) This accountability is crucial in the event of evacuation. Ensure that you have the latest update to your Departments Recall Roster with you, and that you and your family members know the names and complete contact information (to include cellular contact numbers) of your Department's representatives. If you haven't heard from your Department's representative in a timely fashion, or if you have any questions call them, your supervisor, or your Department Head as soon as possible and establish contact.

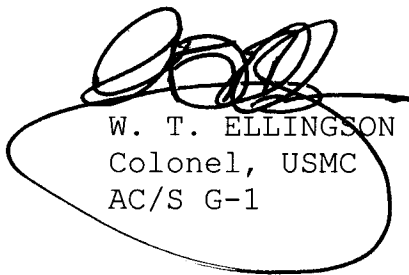
(4) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for all personnel will be performed using the MARFORRES morning report database which is accessible via <http://kcmaweb/MCRSC/>, and then clicking on the "MFR Morning Report" icon located on the top of the right-hand column.

(5) All fields for each employee are checked for accuracy by Department/MSC representatives throughout the year.

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Promptly reporting any changes to your information will greatly assist the Command in maintaining up-to-date, correct information on you and your family that can be used during the initial phases of a command directed evacuation.

(6) While in an evacuated status, the web based MARFORRES Morning Report, will be the primary method to collect, collate and distribute accountability data. Each Department/MSD's morning report representative will perform daily updates not later than 0730 every business day (Mon - Fri). Ensure that you maintain close contact with your Department/MSD representative throughout the evacuation and report any changes to your situation or status, or your family's situation or status promptly.



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ANNEX K TO FORCE ORDER 3440.1C EVACUATION/COOP (U)
COMMUNICATIONS (U)

Ref: (a) OPNAVINST 3440.16C
(b) NAVSUPACTNRLNSINST 3450.5B with change 1
(c) NAVSUPACTNRLNSNOTE 5530
(d) FORCE ORDER 3440.1F
(e) MFR G-6 EVAC/COOP SOP
(f) SECNAVINST 5510.36

1. Situation.

a. General. As a major Marine Corps Command, Marine Forces Reserve (MARFORRES) must be prepared to continue mission essential functions required to meet National Defense and/or civil support requirements in the event that a man-made or natural disaster would preclude operations aboard Naval Support Activity (NSA), East Bank. This Annex (per the references) provides guidance, instruction, and procedures for Network and Command and Control "Continuity of Operations" (COOP), to continue to perform mission essential functions without interruption.

b. Friendly Forces. Support is anticipated from the following commands or agencies:

1) Higher.

a) See Force Order.

b) Headquarters, Marine Corps Network Operations Security Command (MCNOSC) will monitor the redirection of network services.

2) Adjacent.

a) Alternate Headquarters (AH) I&I Staffs will provide host headquarters support as required.

b) Assistant Chief of Staff G-6 Marines will work closely with EDS personnel to insure a smooth transition of NMCI provided services.

c. Assumptions.

1) In the event of a deliberate COOP, MFR G-6 will have authorization to begin COOP process upon setting of HURRCOR 4 (H-72).

2) The pre-evacuation primary means of unclassified command, control, and communications (C3) among COMMARFARRES headquarters and staffs will be data.

3) Primary means of post evacuation C3 will be via unclassified data, secondary means is government / commercial telephone.

4) Blanket Travel orders for Pre-Tier Flyaway personnel will be provided

ANNEX K TO FORCE ORL 3440.1C EVACUATION/COOP (U)
COMMUNICATIONS (U)

5) All deployable NIPRNet laptops will be deployed with its owner to AH during COOP/Evac operations.

6) The following Standing Warning Orders will be issued at the start of Hurricane season:

- a) Airlift of personnel to KCMO at HURRCOR V-
- b) Airlift of personnel to KCMO at HURRCOR IV
- c) KCMO to assist in prep for COOP
- d) MCNOSC for info as to the redirect services
- e) NMCI for the redirection of services
- f) EKMS Account at AHs prepare to support

2. Mission. On order (O/O), Assistant Chief of Staff, G-6 will initiate procedures to provide a seamless transition of network services, or COOP of critical IT services in support of HQ MFR. This will maintain C3 mission-essential functions and provide Comm-Elec support in terms of formal and informal instruction, guidance, and assistance in support of force redeployment planning and execution.

3. Execution.

a. Commander's Intent. The purpose of this plan is to provide guidance, instruction, and procedures for executing an evacuation and COOP plan in the event of an impending major hurricane tracking to hit the New Orleans geographical area. The plan must be designed to remain sufficiently flexible to permit variation due to change in meteorological conditions or storm track as well as an adaptable base plan for execution of the COOP due to a spontaneous event.

b. Concept of Operations/Scheme of Maneuver. The MARFORRES deliberate or emergency COOP of Network services in New Orleans by MFR G-6 will be executed in four (4) phases according to the following guidance and direction. The phases are:

- Phase I - Preparatory Phase
- Phase II - Evacuation Phase
- Phase III - COOP Execution Phase
- Phase IV - Reconstitution Phase

1) Phase I. Preparatory Phase. HURRCOR 5 (H-96) from 01 Jun to 30 Nov MFR G-6 will:

- a) Update evacuation databases to ensure preparedness for all-hazards evacuation.
- b) Review after-action reports from the previous hurricane season and recommend/make appropriate adjustments to evacuation and COOP plans.
- c) Participate in a staff exercise under the cognizance of the Assistant Chief of Staff, G-3/5 in order to rehearse the Evacuation/COOP decision-making process.
- d) ICW the Destructive Weather Officer (DWO) provide pre-season instructions/procedures to all MARFORRES personnel for the following:
 - (1) How to backup critical information on personnel H:\, Shared S:\, and C:\ drives
 - (2) Use of BuRAS, and OWA
 - (3) Use of cell phone cards

(4) Operation of INMARSAT terminal

e) Based upon requirements identified by the Major Subordinate Commands (MSC) and MARFORRES Staff agencies, ensure that at all planned alternate command posts NMCI and Legacy wall jacks are activated; telephone and VTC capabilities are in place.

f) Provide hot SIPRNET LAN connections in the AH vault prepared for immediate use upon arrival.

g) Have equipment identified as Group Gear tagged, and inventory list completed

h) Ensure that planned AH and NOLA Headquarters security detachments have adequate communications capability.

i) Stage the following equipment at AH:

- (1) Cell phones using AH local area codes
- (2) Single channel satellite radios
- (3) VTC equipment
- (4) Fax/Scanners
- (5) Phone Conference System
- (6) SIPR/NIPR computers if available

j) Provide Government Emergency Telecommunication Service (GETS) cards to key staff personnel.

k) Verify the accuracy of the Destructive Weather Database. Notify the G-1 of any necessary changes.

l) Assign an individual to serve as the Destructive Weather/COOP Representative. Provide name to the G-3.

m) Identify personnel requiring government transportation to the HQBn. Verify that they have the means to get from their quarters to the government transportation pick up point.

n) Identify key personnel requiring cell phones with other than a (504) area code to the G-6 Telephone Chief.

o) Review procedures for proper handling and storage of classified materiel

p) Provide names of TIER I and TIER II personnel to the G-3.

q) Provide names of personnel for DCT to the DCT OIC (Facilities)

r) Provide names of personnel for ERT to the ERT OIC (MFR G-4)

s) Ensure that all personnel going on extended periods of TAD have made provisions for their dependants to safely evacuate.

t) Ensure the Command's duty phone is equipped with AUDIX capable of remote message updating. This system will be monitored at the alternate command post.

u) Provide and publish “800” numbers to assist the Command Operations Center control the deployment and redeployment of personnel.

2) Phase II. Evacuation Phase. HURRCOR 5(-) (H-96) thru HURRCOR IV (H-72). Phase II commences 96 hours prior to the projected landfall of a named tropical storm/hurricane in the New Orleans area. Phase II ends when COMMARFORRES determines that operations must continue at the AHs (execute Phase III) or that a return to New Orleans is feasible (execute Phase IV). COMMARFORRES may halt the evacuation and direct a return to New Orleans if it appears the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area. (See Annex C for Evacuation timeline and decision points.) See Force Order and Reference (e) for evacuation of personnel.

a) **On Order O/A H-96**

(1) Issue Execute Order to MFR G-4 to airlift the three (3) personnel, identified as the pre-advanced party, to KCMO. Upon arrival, begin preparations for COOP of network services and DMS messaging.

(2) Pre-Tier I personnel airlifted to KCMO to prep for COOP

b) **O/A H-85** - Pre-Tier 1 personnel arrive KCMO

c) **On Order O/A H-72**

(1) Execute Order Airlift Tier 1 personnel to KCMO

(2) Tier I personnel will proceed via POVs and Airlift to their AH (Airlift to KCMO, POV DFW). Personnel are authorized to evacuate their dependants at this time.

d) **O/A H-65** - Airlifted Tier 1 personnel arrive KCMO

e) **On Order O/A H-60**

(1) Upon receipt of COMMARFARRES Evacuation Order, MFR G-6 Tier 2 personnel and dependents will begin evacuation in accordance with Appendix 4 (some directly to AH, non-essential to safe haven)

(2) Advance team arrives on deck in KCMO (~ H-55) and assist, MOBCOM and pre-Tier 1 personnel in transfer of network and DMS services.

f) **O/A H-55** - Tier 1 personnel deploy in POV, arrive at AH

g) **O/A H-48**

(1) Tier 1 personnel arrive at FW

(2) NOLA Tier 3 team deploys to KCMO

h) **O/A H-24** - Tier 3 personnel arrive at AH

i) ALL G-6 Department heads are responsible for ensuring they are prepared for possible evacuation and their personnel begin preparation task outlined in reference (e).

ANNEX K TO FORCE ORL 3440.1C EVACUATION/COOP (U)
COMMUNICATIONS (U)

3) Phase III – COOP Execution Phase. HURRCOR 4 (H-72). MARFORRES G-6 will ensure continuity of operations is maintained throughout transfer of command and control during the Phase II Evacuation and thru Phase III. Phase III ends upon return of MARFORRES command and control to New Orleans. (Execute Phase IV)

a) **On Order O/A H-96** - Issue Execute Order tasking Commanding Officer MOBCOM to provide personnel to assist in prep for COOP.

b) **On Order O/A H-72**

(1) Upon setting HURRCOR 4, MFR G-6 will begin COOP and transfer of network and DMS services ICW pre-Tier 1, and assigned MOBCOM personnel, providing uninterrupted network services to the fullest extent possible.

(2) Execute Order to NMCI to begin COOP for the redirection of services

(3) Execute Order to RCO IRT SAIC and CSC personnel proceeding to alternate work locations.

(4) Notify MCNOSC for info as to the intent to redirect services

c) **On Order O/A H-60**

(1) MFR G-6 personnel will work closely with the DWO in the event the evacuation and COOP would be halted and a return to New Orleans directed, if it appears the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area.

(2) Activate off base automatic forwarding of key staff personnel's office Alternate CP location.

d) **On Order O/A H-48**

(1) Tier 3 personnel complete network COOP from NOLA to KCMO. Upon completion of COOP execution process NOLA data center building 601 services are transferred to COOP site

(2) Upon completion of COOP execution process primary communications for the NOLA COC will remain data, SIPR and NIPR, VTC, Commercial /Government phones, secure fax, and DSN.

(3) Supplemental communications means are:

(i) Verizon Wireless for unclassified data

(ii) Iridium phones for unclassified voice

(iii) INMARSAT for classified data and STU/STE for classified voice

(iv) Tactical Satellite Radio for classified/unclassified voice

(v) Cellular text messaging

e) **On Order O/A (H-24) HURRCOR 2 thru Recovery Order** - Continue Phase III until recovery order is issued.

4) Phase IV. Redeployment Phase. On Order. During this phase, all network services, DMS messaging and personnel will be redeployed back to NOLA in accordance with reference (d) following the same manner as original deployment, evacuation and COOP orders were executed

c. Task.

ANNEX K TO FORCE ORL 3440.1C EVACUATION/COOP (U)
COMMUNICATIONS (U)

1) NETOPS Division

- a) Lead in planning and execution of technical aspects of COOP outlined in reference (e)
- b) Execute the transfer of critical IT services to AH
- c) Determine network services requirement and prepare them for COOP
- d) Assign personnel to Forward and Rear teams for the duration of the CY06 Hurricane season.
- e) Prepare and release message Warning and Execution orders when directed as outlined in paragraphs 3.c.1).q and 3.c.3).a.(6), to the required personnel
- f) Support all network services at AH in support of COOP
- g) Publish Appendices 1, 3 and 6
- h) Provide VTC support at AH as required
- i) Provide instruction / procedures on back-up of critical information, use of BuRAS OWA use of cell phone cards, priority override capability on executive cell phones.
- j) Prep AH sites to be fully functional and ready to occupy on 01 June, to include capability for SIPR, NIPR, VTC, fax, scanner, printer and telephone operations

2) Requirements Division

- a) Support procurement at all AH as required
- b) Support personnel requirements as directed

3) Destructive Weather Officer

- a) Lead effort in ensuring personnel readiness and personnel planning for COOP
- b) Provide list of G-6 Forward personnel, to include visitor requests, to MOBCOM.
- c) Provide input to NETOPS for COOP of services as required.
- d) Provide list of G-6 COOP team members to G-3
- e) With MARFORRES G-3 and HQBN, determine cell phone requirements and assignments and publish a key personnel cell phone roster.
- f) Publish Appendices 4 and 7

4) Operations Division

ANNEX K TO FORCE ORL R 3440.1C EVACUATION/COOP (U)
COMMUNICATIONS (U)

- a) Assign personnel to Forward and Rear teams for the duration of the CY06 Hurricane season.
- b) Determine and coordinate all aspects of providing SATCOM/Radio data or voice communications capability on following four nets:
 - (1) NORTHCOM Ops
 - (2) HQMC PP&O
 - (3) MFR Command
 - (4) MFR CommCoord
- c) Provide instruction / procedures on use of INMARSAT for NIPR and SIPR operations.
- d) Publish Appendices 2 and 5
- e) Ensure EKMS support to the Force can continue during execution of COOP.
- 5) Detachment OIC/SNCOIC's. Once assigned, assist NETOPS Division in preparing personnel and technical COOP activities.
- 6) MOBCOM. Per the Execution Order, provide direct support to MFR G-6 ISO COOP
- 7) Major Subordinate Commands.
 - a) Conduct a similar preparation phase indicated in paragraph 3.b.1) verifying all communications requirements are met at your AH location
 - b) Provide network service and Information System Coordinator support for your' AH location.
 - c) Provide Communications Statistical Readiness Reports in accordance with App 1, TAB I.
 - d) Provide additional C4 requirements to MFR G-6

d. Coordinating Instructions

- 1) Should it be necessary to evacuate without notice, command and control will be maintained, if possible, from the MFR Command Center with Tier II personnel remaining in place until the AH is occupied and functional by the Tier I personnel. Once the AH is functional, the Tier II Personnel and the remaining MFR Command Center Teams will then displace to the AH location. In the event that the situation requires immediate evacuation of all MARFORRES personnel, command and control authority will be relinquished to MOBCOM in order to maintain command and control authority of MARFORRES until the AH is established and functional.
- 2) Ensure that classified material is properly secured in accordance with reference (f)
- 3) Priority of restoration is outlined in Appendix 1.

ANNEX K TO FORCE ORL...R 3440.1C EVACUATION/COOP (U)
COMMUNICATIONS (U)


2. Administration.

- a. Major Subordinate Commands are responsible for their AH communications and computer systems support, and should take full advantage of I&I staff support.
- b. The Hurricane Conditions of Readiness (HURRCOR) are detailed in reference (d).
- c. The SOP identified in reference (e), provides detailed instructions on the preparation, execution and recovery procedures applicable to the MARFORRES COOP.
- d. Administration section will verify the accuracy of the Destructive Weather Database weekly.
- e. KCMO Toll free number is (800) 255-5082 ext 3048
- f. Telephone roster for key personnel will be located on the MFR website under Hurricane Info

3. Command and Signal.

- a. The Assistant Chief of Staff, G-6 as part of the advanced party will on order A/O H -72 redeploy to DFW.
- b. The Deputy G-6 as part of the main body of evacuees will on order, redeploy to KCMO.
- c. Division Head locations are in accordance with Appendix 4.

ACKNOWLEDGE RECEIPT


STEPHEN F. BRANCO
By Direction

APPENDICES:

- Appendix 1 – Data/DMS Communications (Knowledge Management)
- Appendix 2 – Radio/Voice
- Appendix 3 – Information Assurance
- Appendix 4 – Time Phased Force Deployment
- Appendix 5 – Communications Security (EKMS)
- Appendix 6 – Telecommunications
- Appendix 7 – COOP Timeline

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ANNEX X TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)
EXECUTION CHECKLIST (U)

ACTION	PERSONNEL	TIMING	CONDITIONS
Update Evac database	Sections/HQBn/ MSC's	Prior to 1 Jun Phase I-Phase II	
Review of AAR's Update Plan	Sections/HQBn/ MSC's	Prior to 1 Jun Phase I	
MFR HURREX	Sections/HQBn/ MSC's (G-3 Lead)	1-15 May Phase I	
Assignment of Marines to RBM Det/DCT to G-3	Sections/HQBn/ MSC's	NLT 1 Jun	Assignment of individuals, update as necessary
Confirm families of TAD/excess Marines plan for evac	Sections/HQBn/ MSC's	NLT 1 Jun As storm appears	Families of Marines in TAD/Excess through storm season
Identification of Marines that require Gov't transportation	Sections/HQBn/ MSC's	Prior to 1 Jun Prior to Phase II	Marines that do not possess reliable POV.
Hurricane Trng	All hands	1-15 May	
Set HURRCOR 5	CMFR	1 Jun	
Review of Evac/COOP	Sections/HQBn/ MSC's	Prior to 1 Jun Prior to Phase II	As storm forming/ approaching
Confirm evac plans for personnel	Sections/HQBn/ MSC's	Prior to Phase II	Storm approaching
Warning Order to Tier I (Advance)	DesPers	120 hours out	Storm approaching
Begin prep of Marine spaces on NSA	HQBn	120 hours out	Storm approaching
Provide names of Tier I (Advance) to G-1	Sections/HQBn/ MSC's	96 hours out	Storm tracking NOLA/Tier I (Advance) ordered to launch
AC/S G-3/5, DWO advise CMFR	AC/S G-3/5, DWO	96 hours out	Storm tracking NOLA
Activate GTCC	G-1	96 hours out	Storm tracking NOLA
Roll of cell phone to alt area code	G-6	96 hours out	Storm tracking NOLA

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Begin Phase II	All hands	96 hours out	Storm tracking NOLA
Tier I (Advance) launches to AH	DesPers G-6/MFR COC	96 hours out	Storm tracking NOLA
Warning Order to Tier I Pers	CMFR issues to Tier I	96 hours out	Storm tracking NOLA
Provide names of Tier I to G-1	Sections/HQBn/ MSC's	96 hours out	Storm tracking NOLA/Warn O to Tier I
Ensure master key or key to all spaces in Marine bldgs staged in COC	Facilities	96 hours out	Storm tracking NOLA
Ensure Combination to CMCC staged in COC	MFR Security Manager/CDO	96 hours out	Storm tracking NOLA
Updates to CMFR	AC/S G-3/5, DWO	96-72	Storm tracking NOLA or Change in Track/Cond.
4 th MAW intentions of Air Assets	4 th MAW to MFR G-3/5, MFR COC	96-72 hours out	Storm tracking NOLA
Set HURRCOR 4	CMFR	72 hours out	Storm tracking NOLA
Tier I launch to AH	CMFR order to Tier I	72 hours out	Storm tracking NOLA
G-6 launch 25 PAX to KC via MFR Air	DesPers/4 th MAW	72 hours out	Storm tracking NOLA
Warning Order to Main Body/Tier II	CMFR issues WarnO	72 hours out	Storm tracking NOLA
Main Body secured to prep	Sections/HQBn/ MSC's	72 hours out	Storm tracking NOLA, Warning Order issued
RBM muster in Force Conf Room	DesPers	72 hours out	Storm tracking NOLA, Warning Order issued
COC fwd arrives AH, est comm.	SWO	72-60 hours out	Storm tracking NOLA
Tier I arrives AH	Tier I pers	60-50 hours out	Storm tracking NOLA
CMFR evac order to main body	CMFR	60 hours out	Storm tracking NOLA
Cancel evac/issue recall order	CMFR	60 hours out or as criteria met	Change in track or storm conditions

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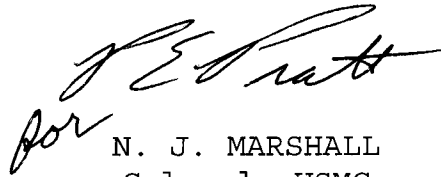
Pers requiring Gov't trans muster at Des Loc NSA	Des Pers/HQBn	60 hours out	Evac ordered, Storm tracking NOLA
RBM Det est	RBM DesPers	60 hours out	Evac ordered, Storm tracking NOLA
Augment to ASF	DesPers	TBD	Evac ordered, Storm tracking NOLA
Update to CMFR	RBM OIC	48 hours out	Storm tracking NOLA
AH assumes Cmnd & Cntrl	Tier I pers	48 hours or Upon est of connectivity/ functionality	Storm tracking NOLA/AH functional
Tier II launch to AH	Tier II pers	48 hours or AH established and functional	Storm tracking NOLA/AH functional
G-6 launch 5 PAX to KC via MFR Air	DesPers/4 th MAW	48 hours out	Storm tracking NOLA/MFR Air available and NAS remains open
Set HURRCOR 3	CMFR	48 hours out	Storm tracking NOLA
Accountability update to CMFR	Sections/HQBn/ MSC's	48 hours out	Storm tracking NOLA
Update to CMFR	RBM OIC	24 hours out	Storm tracking NOLA
Set HURRCOR 2	CMFR	24 hours out	Storm tracking NOLA
Accountability update to CMFR	Sections/HQBn/ MSC's	24 hours out	Storm tracking NOLA
Update to CMFR	RBM OIC	12 hours out	Storm tracking NOLA
Set HURRCOR 1	CMFR	12 hours out	Storm tracking NOLA
Begin Assessment	RBM OIC	Landfall + 12 hours	Landfall
Update to CMFR	RBM OIC	L+12 hours	Storm passed
Update to CMFR	RBM OIC	L+24 hours	Storm passed
Initial Accountability Damage report from affected I&I/SMCR units	MSC's	L+24 hours	Storm passed
DCT begin recovery	DCT OIC	L+24 hours	Storm passed, clean up needed
Begin Phase III	CMFR issues COOP execute order	L+24-36 hours	Damage to NOLA
Begin Phase IV	CMFR issues recall order	L+24-36 hours	No Damage to NOLA

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Full staffing of AH	Sections/HQBn/ MSC's	On Order	If execute Phase III
Return of ERT	CMFR order	On Order	If execute Phase III
Contractors to AH	CMFR	On Order	If execute Phase III and needed/requires COR coordination
Post-storm assessment with EOC's	RBM OIC	L+24-36 hours	Phase II to determine next Phase
Accountability Damage reports MFR, MSC's, I&I/SMCR units	Sections/HQBn/ MSC's	L+24 hours	For all storm events
Post-storm assessments Updates to CMFR	RBM OIC	Continuous	If execute Phase III
Recommend Plan/Timeline for Return to NOLA	RBM OIC	As feasible	If execute Phase III As conditions allow
RMCC established	RBM OIC	On order	If execute Phase III
Command and Control return to NOLA	MFR COC/RMCC	On order	Conditions permit return of Command and Control
Begin Phase IV	RMCC	On order	Conditions permit return of MFR pers and families
Return order issued	CMFR	On order	Conditions permit return of MFR pers and families
Phase II to Phase IV	CMFR	L+24-36 hours	IF PHASE III NOT EXECUTED
Command and control return to NOLA	RBM OIC/MFR COC	L+24-36 hours	IF PHASE III NOT EXECUTED
Recall order issued	CMFR	L+36 hours	IF PHASE III NOT EXECUTED
End Phase IV	CMFR	On order	All MFR pers and families returned to NOLA Operations resumed at NSA

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A handwritten signature in black ink, appearing to read "N. J. Marshall", is written over the printed name.

N. J. MARSHALL
Colonel, USMC
AC/S G-3/5

APPENDIX:

1 - Hurricane Decision Point Timeline

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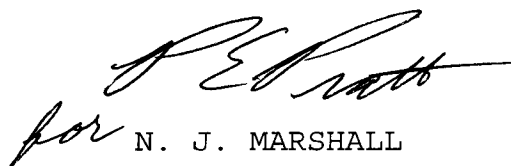
APPENDIX 1 TO ANNEX X TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)
HURRICANE DECISION POINT TIMELINE (U)

REFERENCES: None

1. Situation. The evacuation of MARFORRES, due to Destructive Weather, requires the timely evacuation of the NSA, East Bank. For the safety of all MARFORRES personnel, it is imperative to make an early evacuation decision to stay ahead of a city wide evacuation. The decision points will aid in accomplishing all pre-evacuation tasks and ensure a timely departure for MARFORRES personnel.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia, in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. The MARFORRES Command Center and the Force DWO will be responsible for tracking the progress of an approaching storm. Decision Points are provided to assist in making the proper and timely evacuation decision. Storm tracking and tripping of DP's will be reported to the COMMARFORRES, MARFORRES Chief of Staff, MFR Staff, HQBn, MSC's, and all DW Representatives. DP's are tied directly to the evacuation timeline with specific evacuation actions associated with each.
4. Administration and Logistics. Refer to the basic plan and all Annexes for Administrative and Logistics actions associated with tripping of each DP.
5. Command and Signal. Refer to the basic plan and all Annexes.

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A handwritten signature in black ink, appearing to read "N. J. Marshall", is written over the printed name.

N. J. MARSHALL
Colonel, USMC
AC/S G-3/5

TABS:

A - Hurricane Decision Point Timeline

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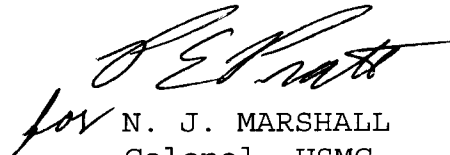
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TAB A TO APPENDIX 1 TO ANNEX X TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)

HURRICANE DECISION POINT TIMELINE (U)

1. Purpose. The graphic on the following two pages details the timing, as it relates to hours from projected landfall and actions associated with each Decision Point.

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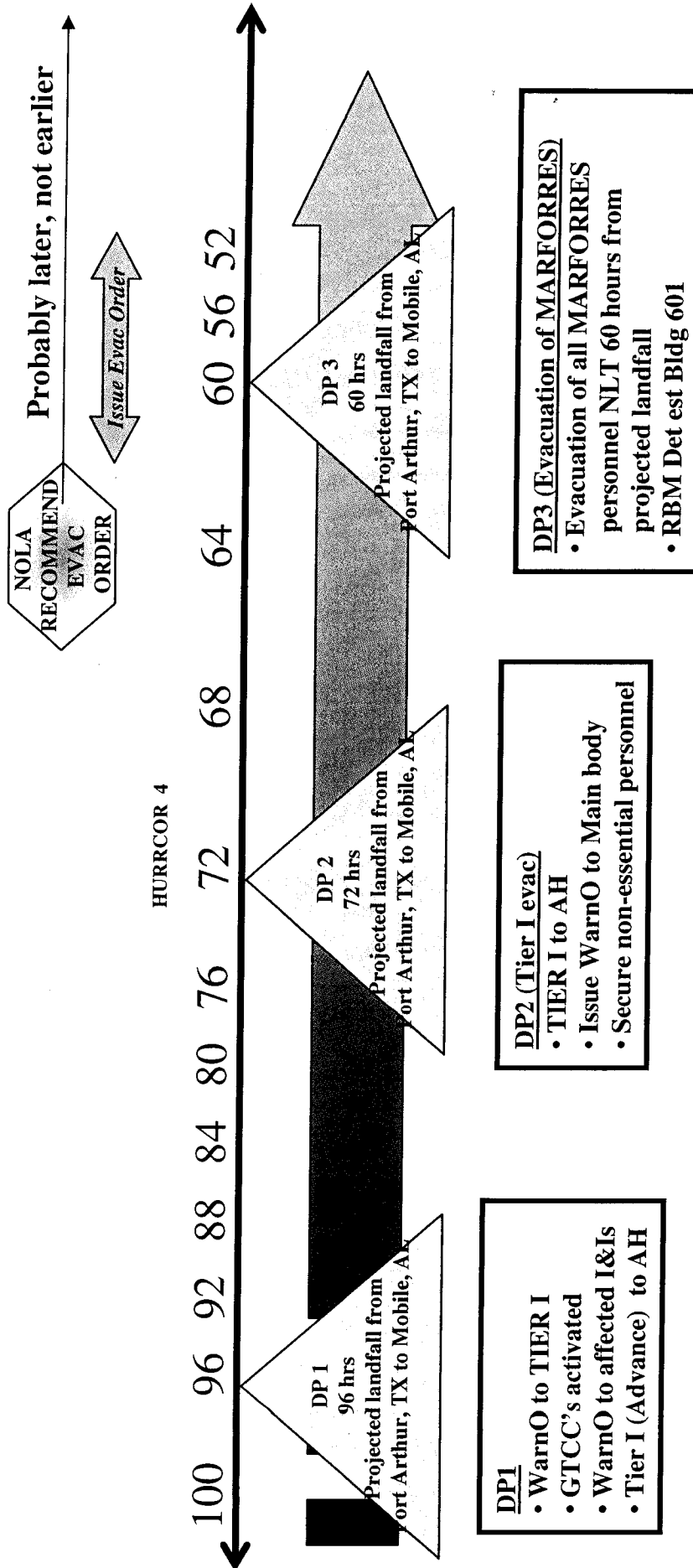

for N. J. MARSHALL
Colonel, USMC
AC/S G-3/5

Exhibits:

- 1 - HURRCOR 5/4 Evacuation Decision Points
- 2 - HURRCOR 3/2/1 Evacuation Decision Points

HURRCOR 5, 4

EVACUATION DECISION POINTS (DP)



HURRCOR 3, 2, 1

EVACUATION DECISION POINTS (DP)

